

## **APPENDIX D.**

### **Citizen Participation Plan**

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The Citizen Participation Plan (the Plan) described below is the evolution and actualization of many years of thoughtful broad base and targeted planning. It was drafted in accordance with Section 91.401 of HUD's State Consolidated Plan regulations. The Plan was developed around a central concept that acknowledges residents as stakeholders and their input as key to any improvements in the quality of life for the residents who live in the community.

The purpose of the Citizen Participation Plan is to provide citizens of the State of Indiana maximum involvement in the development of issues and program initiative priorities. Every year, the Plan is designed to provide citizens equal access to become involved in the planning process regardless of age, gender, race, ethnicity, disability and economic level. A special effort is made each year to enhance the participation efforts of the previous year and to reach sub-populations who are marginalized in most active participation processes. As an example:

- In 2002, information on the Citizen Participation process was distributed in Spanish as well as English to encourage participation by the State's Spanish-speaking populations.
- In 2003, the participation of special needs population was broadened by increasing communication with advocates. In addition, a member of the Consolidated Planning Committee participated in a workshop that modeled the forum exercises.
- In 2004, the public outreach process was enhanced by the services of a professional consultant who increased the distribution of forum flyers to include local elected officials, including the mayor, city council members, county commissioners and county council members. The flyers were also mailed to Hispanic leaders, labor organization chiefs, certified grant writers and United Way agencies. The elected officials received a follow-up call inviting them to the forums. All local media received a copy of the forum flyer and were asked to run a public service announcement. Many of the media contacted were cooperative and ran a PSA.

From the onset of the first community forum to the distribution of the surveys and writing of the Plan, the needs of the Indiana residents, government officials, nonprofit organizations, special needs populations and others have been carefully considered and reflected in the drafting of the document.

The participation process was developed and monitored by a Consolidated Planning Coordinating Committee consisting of representatives from the Indiana Department of Commerce (IDOC), the Indiana Housing and Finance Authority (IHFA) and the Indiana Family and Social Services Administration (FSSA). The committee also includes representatives from the Indiana Association for Community and Economic Development (IACED), the Indiana Civil Rights Commission (ICRC), the Indiana Coalition on Housing and Homeless Issues (ICHHI), Rural Opportunities, Incorporated (ROI), and the Indiana Institute on Disability and Community. In addition, the State representative from the U.S. Department of Housing and Urban Development served as an advisor to the committee. The purpose of the committee was to monitor the drafting of the plan from initiation to submission.

**The participation process.** The participation process included six phases and took six months to complete. There were multiple approaches used to inform residents of the process and then gather community opinions. Citizens throughout the State were actively sought out to participate and provide input for the process. The process entailed six phases: Phase I. Development of Process Resources and Distribution of Process Information; Phase II. Forum Preparation and Implementation; Phase III. Target Population Survey Distribution; Phase IV. Strategic Action and Allocation Plan Development; Phase V. Public Hearing; and Phase VI. Comment Period.

**Phase I. Resources Development and Distribution of Process Information.** During the month of December 2003, forum flyers were designed to be used as informational invitations to all Indiana stakeholders. Like the former year, the flyer included a general description of the Consolidated Plan and its purpose, a list of regional forums and times, a brief description of the four housing and community development grant programs and the three administering agencies. The flyer also described ways citizens could become more involved in the process, including contact information and methods for submitting public comments. These flyers were sent to more than 4,300 individuals and agencies. Copies of the flyer can be found at the end of this section.

**Phase II. Forum Preparation and Implementation.** Six regional forums were planned and implemented. The forums were regionally distributed, with two in the northern, two in the southern and two in the central counties of the State. The forums were held in Auburn, Crawfordsville, Rensselaer, Rushville, Seymour and Vincennes. All of the sites selected for the forums were accessible to persons with disabilities. The forums were scheduled to begin at 2:00 p.m. and last approximately two hours.

Community residents and agency representatives were informed of the meetings by forum flyers, personal contacts and media releases. The flyers were mailed to all local elected officials, Hispanic leaders, labor organization chiefs, certified grant writers and United Way agencies. Many of the local media that received copies of the flyers also ran public service announcements.

Each forum had the same format. Participants were asked to complete two exercises identifying the housing and community development needs in their areas. They were then given a ten minute presentation by an agency representative on their HUD funded programs and contact information. In addition, the forums included a presentation from the Indiana Civil Rights Commission on fair housing.

After introductions, participants were divided into groups to complete the community top issues exercises. Participants were asked to list the top issues that face their community. This exercise was followed by presentations describing the issues each group delineated and then by agency presentations that provided forum participants with information about fundable activities and contact information. Next, the participants were asked to consider the State programs available to meet their community needs. Participant groups were given a worksheet listing CDBG/community development, CDBG/housing, HOME, HOPWA, and ESG fundable activities and asked to prioritize each grouping.

Like last year, the forums also included a program evaluation exercise conducted by the Indiana Housing Finance Authority. The purpose of the exercise was to solicit input from citizens, grantees and organizations about IHFA programs. The exercise was scheduled one hour before each of the forums.

The forums resulted in information provided by participant groups that was used to revise the five year Strategic Plan, develop the One Year Action Plan and craft the agency allocation plans for the FY2004 program year.

**Phase III. Key Person Survey Distribution.** During January 2004, more than 4,300 surveys were sent to local government leaders, providers of housing, health, and other community services, members of housing and community coalitions, and other interested parties. The response rate on the surveys was 12 percent. The cover letter accompanying the surveys contained information about other elements of the citizen participation process, including the dates and times of the regional forums, the public hearings and the public comment period. Survey results are presented in Section III of the Consolidated Plan.

**Phase IV. Strategic Action and Allocation Plan Development.** After the survey and forum data had been analyzed, the Consolidated Plan Coordinating Committee held a workshop to evaluate the five year Strategic Plan crafted in FY2000 and develop the One Year Action Plan for FY2004. Development of the Action Plan was a threefold process. First, members of the Committee read draft sections of the Consolidated Plan individually. Second, the results of the key person survey and forums were presented and discussed at the workshop. The Committee then completed an exercise which compared the identified needs to the action items developed as part of the five year Plan, discussed any gaps, and worked together to revise the five year Strategic Plan and develop a new One Year Action Plan.

**Phase V. Public Hearing.** Citizens and agency representatives were notified of the publication of the draft during the forums and by public notification in newspapers throughout the State. Those attending the forums were sent Executive Summaries of the report and a draft of the report was posted on the Indiana Housing Finance Authority and the Indiana Department of Commerce's websites.

On April 19 and 20, 2004, public hearings were held in Crawfordsville and Greenwood. The hearings were held from 2:00 p.m. to 4:00 p.m. During the session, executive summaries of the Plan were distributed and instructions on how to submit comments were given. In addition, participants were given an opportunity to provide feedback or comment on the draft. A copy of the handouts distributed during the public hearings is attached to this section.

**Phase VI. Comment Period.** The 30 day comment period began on April 1 and continued through April 30, 2004. During the comment period, copies of the draft Plan were provided on agency websites; and Executive Summaries were also distributed to the public. Residents were provided information about how to submit comments and suggestions on the draft.

The State responded to the public comments received at the end of the 30-day comment period. Copies of the public comments and the State's response are included in Appendix E.

**NOTICE OF PUBLIC HEARING  
FY 2004 CONSOLIDATED PLAN FOR FUNDING**

**INDIANA DEPARTMENT OF COMMERCE  
INDIANA HOUSING FINANCE AUTHORITY  
INDIANA FAMILY AND SOCIAL SERVICES ADMINISTRATION**

Pursuant to 24 CFR part 91.115(a)(2), the State of Indiana wishes to encourage citizens to participate in the development of the State of Indiana Consolidated Plan for 2004. In accordance with this regulation, the State is providing the opportunity for citizens to comment on the 2004 Consolidated Plan Update draft report, which will be submitted to the US Department of Housing and Urban Development (HUD) on or before May 15, 2004. The Consolidated Plan defines the funding sources for the State of Indiana's four (4) major HUD-funded programs and provides communities a framework for defining comprehensive development planning. The FY 2004 Consolidated Plan will set forth the method of distribution of funding for the following state agencies and HUD-funded programs:

Indiana Department of Commerce – State Community Development Block Grant (CDBG) Program

**Indiana Housing Finance Authority – Home Investment Partnership Program  
Indiana Family and Social Services Administration – Emergency Shelter Grant Program  
Indiana Housing Finance Authority – Housing Opportunities for Persons With Aids Program**

These public hearings will be conducted as follows:

**Crawfordsville City Library  
222 South Washington Street  
Crawfordsville, IN 47933  
April 19, 2004  
2:00 p.m. – 4:00 p.m. (Local Time)**

**Greenwood City Building  
2 North Madison Ave.  
Greenwood, IN 46142  
April 20, 2004  
2:00 p.m. – 4:00 p.m. (Local Time)**

If you are unable to attend the public hearings, written comments are invited April 1, 2004 through April 30, 2004, at the following address:

**Grants Management Office  
Indiana Department of Commerce  
One North Capitol – Suite 700  
Indianapolis, IN 46204-2288**

Persons with disabilities will be provided with assistance respective to the contents of the Consolidated Plan. Interested citizens and parties may receive a free copy of the Executive Summary of the FY 2004 Consolidated Plan by telephoning Ms. Kelly Boe (317)232-8831 or by electronic mail at [kboe@commerce.state.in.us](mailto:kboe@commerce.state.in.us). Questions may be directed to the Grants Management Office of the Department of Commerce at its toll free telephone number (800-246-7064) during normal business hours.

# Plan Your Community

The State of Indiana requests your help in determining how housing and community development funds should be spent in the State during 2004 - 2005.

Each year the U.S. Department of Housing and Urban Development (HUD) provides funding to states for housing and community development programs. To receive these funds, each state must complete a report called the Consolidated Plan.

The State of Indiana is currently writing its Consolidated Plan report for 2004, and we need your input!

By voicing your opinion about issues of housing, homelessness and community economic development you will help shape the future of your community and the State. You can participate in the Consolidated Plan process by attending one of the regional forums, a public hearing, or by sending us your written comments.

## REGIONAL FORUMS

Citizens, service and housing providers, advocates and elected officials will come together to discuss the most pressing needs in their communities. The forums will include presentations by the Consolidated Plan Committee that describe the HUD programs and how to apply for funding. The schedule for the 2004 forums is located at the right. Please try to join us!

Before the forums, between 1 and 2 p.m., IHFA will be holding comment sessions to receive input about their housing programs. For more information, contact Michelle Kincaid at 1.800.872.0371 or 317.232.7777.

## PUBLIC HEARINGS AND WRITTEN COMMENTS

Beginning on April 1, 2004, the Draft 2004 Consolidated Plan Update will be released for public comment. The Plan will be available electronically on the Indiana Housing Finance Authority website at <http://www.state.in.us/ihfa> and the Indiana Department of Commerce website at <http://www.indianacommerce.com>. Hard copies will be available at the Department of Commerce. The State will be holding two public hearings in mid-April to receive comments about the draft plan. You may also comment on the plan in writing by sending a letter to:

Consolidated Plan, Indiana Department of Commerce, Controller's Office  
Grants Management Division  
One North Capitol Avenue, Suite 700  
Indianapolis, Indiana 46204-2248

## NEED MORE INFORMATION?

Contact Kelly Boe at the Indiana Department of Commerce at:  
1.800.824.2476 or 317.232.8800

## Regional Forum Schedule

### February 4th, 2004

Vincennes  
Southwest Regional Training Ctr.  
Conference Room 1 and 2  
604 Quail Run Road  
Vincennes, IN 47561  
2 to 4 p.m. Local Time

### February 5th, 2004

Seymour  
Jackson County Library  
Meeting Room  
303 West 2nd Street  
Seymour, IN 47274  
2 to 4 p.m. Local Time

### February 9th, 2004

Auburn  
Auburn City Council Chamber  
210 East 9th Street  
Auburn, IN 46706  
2 to 4 p.m. Local Time

### February 10th, 2004

Crawfordsville  
Crawfordsville City Library  
222 South Washington St.  
Crawfordsville, IN 47933  
2 to 4 p.m. Local Time

### February 12th, 2004

Rensselaer  
Rensselaer City Hall  
124 S. Van Rensselaer St.  
Rensselaer, IN 47978  
2 to 4 p.m. Local Time

### February 16th, 2004

Rushville  
Rushville Police Department  
270 N. 15th St.  
Rushville, IN 46173  
2 to 4 p.m. Local Time





## Program Details

### COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG)

**Purpose:** CDBG grants are made to local units of government for construction or improvements of infrastructure including sewers and waterlines, main street revitalization, public facilities (e.g., community centers) and special needs facilities. The program offers both financial and technical assistance. Each year, a portion of CDBG funding is allocated to housing programs administered by the Indiana Housing Finance Authority (IHFA).

**Agency:** Indiana Department of Commerce (IDOC).

**Contact Information:** Community Development Office at 317.232.8911 or, for housing programs, contact IHFA at 1.800.872.0371 or 317.232.7777.

### HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)

**Purpose:** HOME grants are made to provide decent, safe and affordable housing to the citizens of Indiana. Funds are currently provided for a variety of activities, including rehabilitation of owner-occupied and rental housing, housing purchase assistance, provision of transitional housing and housing development.

**Agency:** Indiana Housing Finance Authority (IHFA).

**Contact Information:** IHFA Allocation Analyst at 1.800.872.0371 or 317.232.7777. Or visit IHFA's website at [www.indianahousing.org](http://www.indianahousing.org).

### EMERGENCY SHELTER GRANTS (ESG)

**Purpose:** The ESG program is designed to help improve the quality of existing emergency shelters for the homeless, create additional emergency shelter space, help shelters meet operating costs and prevent homelessness.

**Agency:** Family and Social Service Agency (FSSA).

**Contact Information:** Emergency Shelter Allocation Analyst, Lori Dimick at 317.232.7117, or 1.800.622.4973.

### HOUSING OPPORTUNITIES FOR PEOPLE WITH AIDS (HOPWA)

**Purpose:** HOPWA provides housing assistance and related services for low-income persons with HIV/AIDS and their families. Eligible activities include tenant based housing assistance, housing development and rehabilitation, supportive services, technical assistance, operating costs of housing and short-term rent and utility and mortgage assistance to prevent homelessness.

**Agency:** Indiana Housing Finance Authority (IHFA).

**Contact Information:** HOPWA Coordinator, Lisa Coffman, at 317.232.7777, or 1.800.872.0371, or visit IHFA's website at [www.indianahousing.org](http://www.indianahousing.org).





### COMMUNITY NEEDS

First, identify the top ten community needs in this Region and provide a description. When the group is satisfied with their list next rank them in importance.

Need	Description	Rank

Submitted By (optional) \_\_\_\_\_ ☐ Individual ☐ Group

**PRIORITIZE THE TOP TEN ACTIVITIES/PROGRAMS WITHIN THE FOUR PROGRAM AREAS FUNDED BY HUD?**

In each of the program areas listed below, rank the issues listed and provide an explanation of the gap in the current funding that exist.

**Community Development Block Grant (CDBG)**

Community Development Activities

\_\_\_\_\_ Water \_\_\_\_\_  
\_\_\_\_\_ Sewer \_\_\_\_\_  
\_\_\_\_\_ Storm Water \_\_\_\_\_  
\_\_\_\_\_ Fire Station/Truck \_\_\_\_\_  
\_\_\_\_\_ Senior Citizen Centers \_\_\_\_\_  
\_\_\_\_\_ Community Center \_\_\_\_\_  
\_\_\_\_\_ Library Expansion \_\_\_\_\_  
\_\_\_\_\_ Healthcare Center \_\_\_\_\_  
\_\_\_\_\_ Downtown Revitalization \_\_\_\_\_  
\_\_\_\_\_ Infrastructure in Support of Affordable Housing \_\_\_\_\_  
\_\_\_\_\_ Job Training/Creation \_\_\_\_\_  
\_\_\_\_\_ Community Planning Studies \_\_\_\_\_  
\_\_\_\_\_ Daycare Center \_\_\_\_\_  
\_\_\_\_\_ Other \_\_\_\_\_

Housing Activities

\_\_\_\_\_ Emergency Shelter \_\_\_\_\_  
\_\_\_\_\_ Youth Shelter \_\_\_\_\_  
\_\_\_\_\_ Migrant/Seasonal Farm Worker Housing \_\_\_\_\_  
\_\_\_\_\_ Transitional Housing Rehabilitation \_\_\_\_\_  
\_\_\_\_\_ Rental Housing Rehabilitation \_\_\_\_\_  
\_\_\_\_\_ Owner-Occupied Rehabilitation \_\_\_\_\_  
\_\_\_\_\_ Down Payment Assistance \_\_\_\_\_  
\_\_\_\_\_ Development Feasibility Studies \_\_\_\_\_  
\_\_\_\_\_ Housing Needs Assessments \_\_\_\_\_  
\_\_\_\_\_ Home Repair/Home Modification \_\_\_\_\_  
\_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_ Other \_\_\_\_\_

**HOME Investment Partnerships Funds (HOME)**

\_\_\_\_\_ Transitional Housing \_\_\_\_\_  
\_\_\_\_\_ Rental Housing \_\_\_\_\_  
\_\_\_\_\_ Single Family Homeownership (Homebuyer) \_\_\_\_\_  
\_\_\_\_\_ Lease-Purchase \_\_\_\_\_  
\_\_\_\_\_ Owner-Occupied Housing \_\_\_\_\_  
\_\_\_\_\_ Homeownership Counseling/Down Payment Assistance \_\_\_\_\_  
\_\_\_\_\_ Homeowner Repair and Refinance \_\_\_\_\_  
\_\_\_\_\_ Rental Refinance \_\_\_\_\_  
\_\_\_\_\_ Tenant-Based Rental Assistance \_\_\_\_\_  
\_\_\_\_\_ Predevelopment Loans \_\_\_\_\_  
\_\_\_\_\_ Other \_\_\_\_\_

**Emergency Shelter Grants - (ESG)**

Shelter Services

\_\_\_\_\_ Case Management \_\_\_\_\_

Shelter Operations

\_\_\_\_\_ Salaries \_\_\_\_\_

\_\_\_\_\_ Management/Rental Payment \_\_\_\_\_

\_\_\_\_\_ Utility Bills \_\_\_\_\_

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

Homelessness Prevention

\_\_\_\_\_ Client Utility Bills \_\_\_\_\_

\_\_\_\_\_ Client Rental Payment \_\_\_\_\_

\_\_\_\_\_ Client Back Utility Bills \_\_\_\_\_

\_\_\_\_\_ Client Security Deposit \_\_\_\_\_

\_\_\_\_\_ Client First Month's Rent \_\_\_\_\_

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

**Housing Opportunities for Persons with Aids (HOPWA)**

\_\_\_\_\_ Housing Information \_\_\_\_\_  
\_\_\_\_\_ Rental Assistance \_\_\_\_\_  
\_\_\_\_\_ Short Term Rent \_\_\_\_\_  
\_\_\_\_\_ Support Services \_\_\_\_\_  
\_\_\_\_\_ Operating Cost \_\_\_\_\_  
\_\_\_\_\_ Technical Assistance \_\_\_\_\_  
\_\_\_\_\_ Short Term Mortgage Payments \_\_\_\_\_  
\_\_\_\_\_ Acquisition of Housing \_\_\_\_\_  
\_\_\_\_\_ Rehabilitation \_\_\_\_\_  
\_\_\_\_\_ Home Repair/Modifications \_\_\_\_\_  
\_\_\_\_\_ New Construction of Housing \_\_\_\_\_  
\_\_\_\_\_ Utility Assistance \_\_\_\_\_  
\_\_\_\_\_ Other \_\_\_\_\_

**Fair Housing Needs**

\_\_\_\_\_ Hold a statewide fair housing summit in your area  
\_\_\_\_\_ Host training  
\_\_\_\_\_ ☐ concerning accessible housing and rights  
\_\_\_\_\_ ☐ concerning predatory lending  
\_\_\_\_\_ ☐ concerning fair housing rights of Latinos or other ethnic group  
\_\_\_\_\_ Hold local fair housing symposia in a language other than English  
\_\_\_\_\_ Indiana Civil Rights Commission partner with others in your area to promote fair housing  
\_\_\_\_\_ Conduct a survey of fair housing tests in your area  
\_\_\_\_\_ Recruit members from area to serve on the statewide task force  
\_\_\_\_\_ Implement a local fair housing ordinance in your town  
\_\_\_\_\_ Distribute fair housing information in your community  
\_\_\_\_\_ What languages would be useful? \_\_\_\_\_  
\_\_\_\_\_ Target a specific fair housing concern in your community \_\_\_\_\_

**COMMENTS**

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Presented by (name optional) \_\_\_\_\_ ☐ Individual ☐ Group # \_\_\_\_\_